

POLICE OFFICER

Public notice is hereby given of an open competitive examination to establish an Eligible List for the position of Police Officer in the classified service of the City of Parma, Ohio. **Parma is an equal opportunity employer and strongly encourages minorities to apply.**

FILING OF APPLICATION

Applications available **February 14, 2016 through March 2, 2016**. Application must be made on the regular application form obtainable at the office of the Parma Civil Service Commission, Parma Memorial Hall, 6617 Ridge Road, Parma, Ohio 44129, 885-8060. Office hours are Monday thru Friday, 8:30 a.m. to 4:30 p.m.. **Deadline for filing application is March 4, 2016 no later than 4:30 p.m. There is a \$30.00 non refundable fee when you file your application (payable in cash or money order - no personal checks) Said fee is waived with proof of financial hardship. APPLICATION MUST BE RETURNED BY INDIVIDUAL TAKING THE EXAM**

- WRITTEN:** **Saturday, March 12, 2016 at 9:00 a.m. (in the morning) for written exam.**
WHERE: Cafeteria at Valley Forge High School, 9999 Independence Blvd. Parma Hts. Ohio. (located at the corner of Independence Blvd. & York Rd. across from Tri-C Western Campus)
Report early. Have driver's license for identification.
- TYPE OF EXAM:** The exam will contain but not be limited to the following areas: Reading Comprehension; Logical Reasoning; Report Writing & Grammar; Short Term Memory. A passing point of 70% will be used.
- AGILITY EXAM:** Only those individuals who make a passing grade on the written exam will be eligible to participate in the agility exam. The Commission will accept certificates of completion of Cuyahoga Community College (Tri-C) Police Agility Exam dated December 13, 2015 through March 13, 2016. The agility exam will be held at Tri-C Western Campus. **There is a \$60.00 non refundable fee to take the agility exam. You will be notified by mail whether or not you have passed the written exam and are eligible to take the agility exam. At that time you must register and pay the \$60.00 to Cuyahoga Community College. Said fee will be waived with proof of financial hardship. You must pass both the written exam and the agility exam in order to be placed on the Eligible List for Police Officer.**

THERE ARE NO ALTERNATE DATES FOR THE WRITTEN EXAM OR THE AGILITY EXAM

- ELIGIBLE LIST:** Candidates must pass both the written exam and the agility exam in order to be placed on the eligible list for Police Officer. Said placement is conditional to passing a background check and pre-employment polygraph. A candidate will also be required to pass a physical exam, post polygraph exam and a psychological exam.

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAM

- AGE:** Must be 21 years old but not yet reached the age of 35 years by appointment - ATTACH COPY OF BIRTH CERTIFICATE OR BAPTISMAL CERTIFICATE at time of filing application.
- EDUCATION:** High School Diploma or GED certificate ATTACH COPY OF HIGH SCHOOL DIPLOMA or GED CERTIFICATE at time of filing application.

LICENSE: Must have valid Ohio Driver's License. ATTACH COPY OF DRIVER'S LICENSE at time of filing application.

CITIZENSHIP: Must be a United States citizen or have legally declared an intent to become a citizen. ATTACH A COPY OF CITIZENSHIP PAPERS OR DECLARATION OF INTENT at time of filing application, if applicable.

EXTRA CREDIT

VETERAN'S CREDIT Veterans providing COPY OF HONORABLE OR UNDER HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing their application shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam and pass the physical agility exam. Credit will not be given for any other type of discharge from service i.e. General, Uncharacterized, etc.

EDUCATION CREDIT Candidates providing a COPY OF BACHELOR DEGREE FROM AN ACCREDITED COLLEGE in any subject, by March 12, 2016 shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam and pass the physical agility exam.

Candidates providing a COPY OF ASSOCIATE DEGREE FROM AN ACCREDITED COLLEGE in any subject, by March 12, 2016 shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the written exam and pass the physical agility exam.

POLICE OFFICER Candidates providing a COPY OF CURRENT POLICE OFFICER ID OR OATH OF OFFICE shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam and pass the physical agility exam.

OPOTA CREDIT Candidates providing a valid COPY OF OPOTA CERTIFICATION shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the written exam and pass the physical agility exam.

THE MAXIMUM NOT ACCUMULATIVE TOTAL CREDIT SHALL BE 20% OF A CANDIDATE'S PASSING SCORE

SALARY: 1st year - \$47,062.08 2nd year - \$49,829.52; 3rd year - \$52,598.26; 4th year - \$59,129.46
5th year - \$65,712.40

**51319 - PATROL OFFICER
CITY OF PARMA
011 - POLICE DEPARTMENT**

JOB SUMMARY

A **Patrol Officer** conducts various law enforcement activities, patrols the city to detect and prevent crimes, and responds to calls for service or assistance. Patrol Officer directs traffic and conducts related investigative activities. He/she performs arrest and detentions procedures and will have to testify in court. Officers attend roll call daily and also perform public relation activities. This position is "Classified" within the Civil Service of the City of Parma.

WORK ACTIVITIES

- Patrols assigned beat to detect and prevent crimes
- Reports suspicious activity and circumstances to dispatch and takes appropriate action
- Enforces traffic laws and criminal law in the City of Parma
- Reports hazards to Dispatch
- Occasionally works in dispatch center as call taker or dispatcher.
- Responds to calls for service and assistance
- Logically reasons and assesses situations
- Obtains and renders medical assistance
- Seals and protects crime scenes
- Interviews victims, witnesses, complainants, and suspects individually to obtain facts
- Performs arrest and detention procedures
- Engages in physical pursuit to apprehend suspects at night and during the day
- Provides general assistance to citizens in a variety of emergency and non-emergency situations
- Pushes cars off the road by him or herself when able
- Submits reports to Sergeant or other supervisor for review
- Maintains traffic control and conducts related investigative activities
- Enforces traffic laws while patrolling beat
- Engages in OVI enforcement
- Provides security and assist with traffic problems for special situations
- Investigates traffic accidents and hit and run incidents
- Arranges for towing of vehicles seen as traffic hazards or in violation of traffic or parking laws
- Contact dispatch regarding broken traffic lights, downed stop signs, etc.
- Maintains control over arrested persons
- Locates and serves subpoenas and warrants as needed
- Testifies in court
- Attends roll call and prepares for duty
- Completes reports and performs other administrative duties
- Participates in structured training programs
- Performs public relations activities

TOOLS AND EQUIPMENT USED

- ASP Baton (expandable baton)
- Body Armor
- Camera
- Mobile Computer and Office Computer
- Digital Camera
- Firearms (Handgun, Shotgun, Rifle)
- First aid kit
- Flashlights
- Gas Mask
- Handcuffs and Key
- Ohio Criminal Law Handbook
- Parma Police Ordinance Book
- Parma Police Procedure Manual
- Patrol Vehicle (automobile or motorcycle)
- Police Radio
- Radar
- Standardized forms
- Summons Pad
- Taser

JOB CONTEXT

A **Patrol Officer** works a 40-hour week on variable shifts spanning all hours of the day and days of the week. The Patrol Officer is on call 24 hours a day. The position is full-time and operates 12 months a year. The Patrol Officer is expected to be in uniform when on duty unless assigned to special unit. The incumbent works in a varied environment within the city of Parma. The environment will vary depending on the Patrol Officer's specialty area and may include patrol duty, office duty, investigations, or other duty assigned by the Chief of Police. The Patrol Officer is expected to work in adverse conditions while performing his duties. The job of Patrol Officer is considered to be very stressful. Intense physical activity may be required at times as well.

JOB QUALIFICATIONS

Upon hire, a **Patrol Officer** must have:

- A high school diploma or equivalent
- A valid State of Ohio Driver's license
- The ability to read and understand departmental policies, rules, instructions, laws, regulations and police literature
- An aptitude for law enforcement work
- The ability to analyze a situation and adopt a quick ,effective, and reasonable course of action
- The ability to write clear and accurate reports
- The ability to understand and follow oral directions
- A keen observation and ability to remember names, faces, and details of incidents
- Computer key boarding skills and ability to learn and use applicable computer software.

After hire, a **Patrol Officer** must:

- Complete all statutory training requirements
- Complete 640 hours, 17 weeks of Police Academy training
- Complete a minimum of 16 weeks of in house field training after hire
- Complete specialized training in the areas of radar, accident, crime scene evidence, narcotics, sex crimes, and crime scene processing, and other necessary training
- Training in firearm use and care
- Knowledge of the geography of Parma and the surrounding areas

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